British Orthopaedic Association

35- 43 Lincoln's Inn Fields,
London, WC2A 3PE

Registered Charity No. 1066994
Company Registration No.3482958

Education and Careers Committee

Committee Name	**Education and Careers Committee**
Type	Standing Committee
Purpose	Support the BOA strategy and the career and professional development of current and future T&O surgeons and allied health professionals by driving forward pioneering Education, being committed to supporting our members through outstanding education, comprehensive training, and lifelong professional development Develop and deliver a comprehensive programme of activities for BOA members that will enhance their portfolios and support revalidation e.g. Annual Congress and Instructional Courses as well as develop joint educational opportunities with Specialist Societies, Support SAS surgeons' educational opportunities Deliver comprehensive educational opportunities that support individual and team development across all grades, enhancing both the quality and accessibility of learning opportunities.
Scope	• Oversight/planning/evaluation of BOA activities: • Courses and events • Fellowships and similar opportunities • UKITE (UK In-Training Exam) **Careers** • Activities to promote careers in T&O, and women/minorities in T&O • Engagement with Medical Students and trainees • Activities to support the development of the wider surgical team. • Education for life. • Shape of careers. **Topics and issues** • Trainee and training issues UK wide • Curriculum/SAC (Specialty Advisory Committee) liaison • National Selection • Political issues: e.g. shape of training, credentialing • New developments in education and training: e.g. simulation/AI • Funding and sponsorship • Identify opportunities for maximising support of the development of BOA training and education services

Authority	• The Education and Careers committee will devise and deliver strategies and projects in support of the approved BOA strategy. • Council (trustee only) is responsible for the overarching governance and financial approval of the work of all committees. • All new initiatives or significant changes to ongoing projects should be developed within the committee and proposed/recommended to Council for consideration and approval. • All publications/position statements/standards documents should be presented to Council for approval before publication. • Where necessary the Executive group, on delegated authority from the Council, can provide financial approval for projects or activities.
Chair and Vice Chair	An open application process will be held: • Using a formal job description and person specification; • An advertisement will be placed in the BOA's Journal of Trauma and Orthopaedics and a BOA newsmail; • The tenure of the appointment is three years.
Membership	Maximum of Fourteen members (in addition to the Chair and Vice Chair) • Two members of elected council • SAC Chair • BOA UKITE Clinical Lead • TPD Forum Chair • One SAS member (appointed through open application) • One BOTA Rep • BOMSA President • Members by appointment, who will be asked to take up the following roles o Lead for medical student engagement o Lead for Courses o Lead for Fellowships o Lead for Workforce **Appointed members** The tenure of the appointment is three years, with appointments staggered in the interests of continuity, always commencing in January. There may be circumstances where a demitting member is responsible for a major piece of work that is not completed at the time they would demit. Such circumstances are likely to be rare as succession planning should allow transfers of responsibilities. However, if a Chair wishes to extend the term of a demitting member, they will need to seek agreement from the Elected Trustees prior to the end of that member's term. The extension should be for no longer than one year and only one person on the committee may be on an extended term at any time. Persistent lack of attendance and/or contribution will lead to resign their membership of the Committee and any additional roles and replacement.

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Meeting arrangements	• Three meetings per annum, with teleconferencing used as required • Committee meetings will often take place virtually (e.g. using Zoom), although at least one meeting per year will take place in person. T • Quorum – 50% of the membership • Non-quorate meetings may still go ahead but no strategic decisions can be made • The committee will be supported by a member of the BOA staff who will draft agendas and minutes for review by the chair.
Reporting	• The committee will report to Council via the Chair. • A formal report on activities will be provided to Council at each meeting. • New initiatives and requests for projects requiring additional funding should be formally submitted to Council for approval.
Resources and budget	• A member of the BOA Office will attend meetings of the committee to advise on any resource issue • There will be an allocated budget for committee expenses such as travel • Requests for projects requiring additionally funding should be formally submitted to Council for approval.
Review	Terms of reference should be reviewed and updated in conjunction with review of the BOA strategy.